

# **C.C.S. POLICY ON ROLLS AND ATTENDANCE**

## **Attendance & Absence Lists:**

The School shall keep such lists on attendance and absence as is required under Education Act, Educational Welfare Act, Health & Safety At Work Act and for returns to the Department of Education & Science.

It shall be the duty of each member of staff to provide the management of the school with such daily information and to keep such records of attendance for their own classes such as to allow roll check throughout the school day and checking of attendance at Fire Drills and such Emergency evacuations as may occur. The unexplained absence of a pupil should be referred to the Main Office. Each member of staff should consult the daily absence lists in each staff room and confirm the attendance/absence of pupils for their classes. Any discrepancies should be brought to the attention of Year Heads and Office.

Through the ICT facilities provided, staff should record the attendance / late arrival of pupils in each of their classes.

Pupils arriving to class after Roll call must be recorded as LATE which will overwrite their absence. Pupils arriving to school later than first class must sign Late Register which is a double check system.

Late arrival for individual classes is a matter to be first addressed by the subject teacher. Any staff member who determines a pattern of non-attendance or late arrival for their class should discuss the issue with the pupil, liaise with Class Teacher, Year Head, HSCLO and SCP co-ordinator.

## **ROLLS**

The Class teacher has been allocated administrative time for fulfilling Pastoral and administrative functions.

The Subject teacher shall call a roll with his/her class between 9.00a.m. and 9.10 a.m. and record via eportal system. **The Staff Handbook is provided to each teacher for the teacher's own record of attendance and may be required in the event of eportal failure or to verify attendance. The Teacher's attendance register may be examined during subject inspection. It is a requirement for each teacher to maintain a record of pupil attendance in their Staff Handbook.**

Each member of staff should keep their class register/diary safely on file in the event that the verification of attendance of a pupil may be required.

**Parents /Guardians can now access the eportal to check if their child is at school. The accurate recording of attendance is of primary importance for school administration, particularly in the event of Educational Welfare or Child Protection issues.**

*Approved at the Meeting of the Board of Management, 29<sup>th</sup> March 2012.*

Staff are invited to make suggestions for a Protocol with regard to the taking of the Roll first thing with their classes so that we can establish a practice that is consistent for all teachers to observe.